



Celebrate South Salt Lake!

MINI GRANT GRANT GUIDELINES

WHY

The South Salt Lake Art Council's mission is to unite our community through art. Art brings people together to enjoy and appreciate one another. We know creative, caring people help make this happen and that they can use support, financial or otherwise, to execute a successful community event.

The **Celebrate South Salt Lake** mini-grant program supports groups/individuals plan and host an event where they can share their culture, interests, and artistic talents.

The program includes financial support and training and tips to help anyone plan and host an event in South Salt Lake. The Arts Council is here, as needed and within reason, to help you with the details like permitting and facility rentals.

We also want to help you spread the word. The Arts Council is willing to help you market your event to South Salt Lake residents and its neighbors so long as reasonable deadlines are met and your marketing pieces are ready to go in advance of your event. We are willing to share your marketing materials on our social media outlets and post events in our City newsletter.

We consider Celebrate South Salt Lake to be a kind of incubator program to help get you started as well as a kind of partnership. We want to lead you in the right direction and empower you to plan and execute a successful community event on your own. We are also interested in celebrating repeat events that have demonstrated success and intend to continue moving forward.

We are excited at the prospect of new cultural/arts events and activities becoming City traditions and celebrating together.

WHAT

This mini-grant supports individuals, groups, and organizations who wish to host a cultural/arts event in South Salt Lake.

Events must:

- Support the mission of the South Salt Lake Arts Council "To unite the community through art." We encourage activities that share traditions, ceremonies, performances,

costumes, music, foods, and other ways to meaningfully connect with other community members.

- Be held in a public location in South Salt Lake.
- Be **free** and open to the public.
- Aim to attract 50 attendees but **no more** than 500 attendees.
- Be held before December 31, 2023.

Award winners must agree to attend a pre-event workshop with the South Salt Lake Arts Council to review expectations and to receive information about City event permit procedures, facility rental applications, security, safety, health code information, etc.

Award winners will also agree to provide the South Salt Lake Arts Council with their event marketing materials in a timely manner to help with posting and sharing event information with the public. Event organizers will send photos following their event to help the City with future marketing and promotional efforts.

WHO

Any individual, business, group, or organization may apply. Nonprofit, 501(c)(3) status is not required.

Events must have a non-commercial, community-oriented purpose. Fundraisers for organizations are not permitted. Proposals from a community institution such as a school or church may be considered so long as the event is held at a separate community location for a broader community audience.

Applicants do not have to live or work in South Salt Lake but they must seek to have an audience for the event within South Salt Lake.

HOW TO APPLY

The South Salt Lake Arts Council encourages all to feel welcome to apply and participate. We are here to help you wherever needed, within reason. Our goal is to provide the resources and information needed to help empower you host your own successful event.

Applications are available on the South Salt Lake Arts Council website at SSLArts.org. Paper applications can be downloaded or picked up in person at the South Salt Lake City Hall, Mayor's Office, located at City Hall, 220 E. Morris Avenue, Suite 200, South Salt Lake, UT 84115.

Applications are due in person or delivered electronically by 5 PM, MST, Friday, March 10, 2023. Late applications will not be accepted, no exceptions.

Award winners will be notified on Monday, March 20, 2023.

The South Salt Lake Arts Council is available to help you complete your application and answer questions. A grant writing workshop will be held 5:30 PM MST on Wednesday, February 15, 2023 at the Columbus Center Opportunity Center (Co-op). If you plan to attend the workshop, please RSVP to John Boyack at jboyack@sslc.gov or 801-483-6018.

You may schedule an appointment to meet in person or over the phone to discuss ideas and ask questions. If you need a translator, please make this request and we will do our best to find a community member to assist.

Contact South Salt Lake Arts Council program coordinator John Boyack at 801-483-6018 or jboyack@sslc.gov with any questions or comments.

AWARDS

Events will be evaluated and awarded based on the following criteria:

- A complete application that demonstrates you can meet the mini-grant guidelines.
- A proven track record for success if funded previously by the Arts Council.
- Perceived ability of the applicant to complete the event within the timeline.
- Positive impact of the event on the South Salt Lake community.
- Artistic and cultural merits of the activity.
- Diversity of the event – uniqueness in comparison to other public events in South Salt Lake.
- Ability to attract a large (50 – 500) and diverse audience.
- Amount that the community is involved in planning and participating in the event as hosts/performers.

All applications will be reviewed and selected at one time. If more than one proposal is received for a similar event/activity/holiday, the Arts Council reserves the right to choose the event that seems most prepared for success or to suggest a joint event. Up to eight events will be chosen based on available funding and requested amounts.

FUNDING

Event budgets and schedules must be confirmed and approved prior to awarding funds. Event planners must provide a complete budget before their event and agree to provide receipts/invoices following the event.

If needed, event planners may request up to 50% of funding 30 days prior to their event to help planning and expenses. A second check for the remaining balance will be delivered upon the completion of the event and after submitting your funding report.

This report will include your final budget (based on the Budget Form) as well as receipts for items reimbursed.

OTHER REQUIREMENTS IF FUNDED

If your event is selected for a mini-grant award, you will be expected to plan and execute your event in compliance with the following standards:

- The event must be free and open to the public but you may charge for items such as food, drinks, crafts, activities, or other items available for purchase like event merchandise.
- Free use of City facilities is based on availability. Events can reserve locations and hold dates only after receiving notice of a funding award.
- No alcohol may be served at or inside any City-owned facility.
- The primary event planner/organizer must attend an event planning session hosted by the South Salt Lake Arts Council.
- Event planners will complete any required permit applications associated with hosting a public event in South Salt Lake including but not limited to: South Salt Lake special event permit, South Salt Lake facility rental application, Salt Lake County mass gathering permit, Salt Lake County Health Department food permit, etc.
- Event organizers will provide the City with a copy of their special event insurance.
- Event organizers will provide the City marketing materials to post and share in a timely fashion (e.g. 30-45 days in advance of an event).
- Event organizers will supply the City with photos of their event for archival purposes and for future marketing use.

Application packages will include information about permits and South Salt Lake facility rentals. Applicants can receive assistance from the South Salt Lake Arts Council in filling out and filing these forms with the appropriate City and County departments.